

**GOLDER RANCH FIRE DISTRICT
GOVERNING BOARD MEETING
SPECIAL SESSION MINUTES**

**Tuesday, May 17, 2016 0900 hrs
Golder Ranch Fire District Training Auditorium
3845 East Golder Ranch Drive, Tucson, Arizona**

1. CALL TO ORDER/ROLL CALL

Fire Board Chairperson Vicki Cox Golder called the meeting to order on Tuesday, May 17, 2016 at 9:04 a.m.

Members Present: Board Chairperson Vicki Cox Golder, Board Vice-Chair Steve Brady, Board Clerk David Dahl, Board Member Mark Clark, Board Member Richard Hudgins

Staff Present: Fire Chief Randy Karrer, Assistant Chief Pat Abel, Assistant Chief Tom Brandhuber, Finance Manager Dave Christian, Human Resources Direction Sharron Lovemore, Fleet Maintenance Supervisor Alex Barraza, Fire Marshal Will Loesche, Community Relations Manager Anne-Marie Braswell

2. SALUTE AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

3. CALL TO THE PUBLIC

There were no public issues presented.

4. PRESENTATIONS

A. PRESENTATION FROM SOLAR SOLUTIONS

Chief Abel introduced Robert Watson and Claus Wyatt of Solar Solutions. The two explained a proposal that would entail adding solar panels to the training facility, the station on Rancho Vistoso and the administration building, as well as retrofitting older ballasts to include LED lamps. Total cost for the project would be \$436,836. To guarantee the pro-forma, Solar Solutions would be a sub-contractor for Sylvania and Sylvania would guarantee the pro-forma. It would be a master agreement that allows future projects without having to repeat the entire procurement process.

Board Member David Dahl requested that proposals from other vendors be solicited.

Chief Karrer added that the Board would also have to decide whether or not they wanted a lease or purchase option.

5. REGULAR BUSINESS

A. INFORMATIONAL AGENDA ITEM TO PRESENT AND DISCUSS VERSION #2 OF THE GOLDER RANCH FIRE DISTRICT TENTATIVE BUDGET FOR FISCAL YEAR 2016 – 2017



Chief Karrer stated he received an email that there is a company that applied for an overlapping ALS/BLS CON for all districts in Pima County. The application includes inter-facility transports. Chief Karrer intends to submit a letter opposing the application. Maricopa County has approved a CON for this company.

Dave Christian presented version two of the proposed budget. Changes in the version two budget include actual costs of dispatch services from the City of Tucson as well as proposed positions. The total proposed number of employees is one hundred eighty nine. The new positions, the Logistics Manager, IT Specialist and a Mechanic II have been added to the labor budget. These positions increased the labor budget. The IT Specialist and Mechanic will be split costs with other districts. Chief Karrer clarified that the academy positions and the inspector apprentice positions have already been approved by the Board; however, they are vacant positions that have not yet been filled.

Discussion took place regarding PTO for administrative employees. Chief Karrer said he would compile a group and bring back suggestions to the Board to determine the best solution for accrual of time for administrative employees. Vicki asked that on the committee, the representation be equal, in terms of those who are for the change and those who are not. The District Attorney interjected that if the committee was created under the direction of the Board, it would be subject to the open meeting law. Board Members Mark Clark and David Dahl volunteered to serve on the committee.

The Board took a brief break at 10:50 a.m. and reconvened at 11:00 a.m.

Assistant Chief Brandhuber gave a presentation on Labor Variance Analysis. He used figures to show how suppression does their job efficiently and effectively. Chief Karrer explained with the increase growth in the District, we are seeing an increase in calls and more transports. In addition to seeing the increased work load in suppression, several suppression employees are reaching the salary limit for their position. Captain Lunde spoke on behalf of the Union to address this issue. The Union's request is to give a 1% increase to suppression employees who have reached a cap on their salary. The total cost would be around \$37,000. Chief Karrer explained the salaries budgeted for currently vacant positions can be used to offset this expense.

Dave Christian and Sharron Lovemore gave a presentation on a proposed new position in Human Resources and rearrangement of a current position. The current Human Resources Specialist would become a shared position between Finance and Human Resources. This position would process payroll and handle aspects of Human Resources pertaining to payroll, such as leave, FMLA, etc. The new proposed position would be a Human Resources Generalist and would have a broader spectrum of knowledge. Finance Specialist, Christina Babuca explained how the shared position would streamline the process by minimizing the steps and time spent processing payroll.

Board Member Brady asked if it was determined how the time would be shared between Human Resources and Finance. Sharron responded that payroll is a critical function that would be a priority. The HR functions would be spread out between payroll cycles. Christina Babuca announced she is pregnant and due in October and will not be returning. Thus, her position will need to be filled as well. The recruitment process for the HR Generalist would begin in May and



hired in July. The shared position, which would be filled by a current employee, would be trained in July. The recruitment for the new Finance Specialist would begin in July and hired mid August.

The Board broke for lunch at 11:50 a.m. and reconvened at 12:30 p.m.

Assistant Chief Brandhuber gave a presentation proposing a new IT position that would oversee applications. Chief Karrer mentioned that in the past, GRFD has exchanged services with Northwest Fire District (NWFD). For example, Herman Rascon provides them IT services. It is the hope of Chief Karrer that NWFD will pay for the other half of the proposed IT position. Assistant Chief Brandhuber added that because of the increased work load in IT, GRFD will be able to use the other half of this position.

Chief Abel stated the fleet positions for the technicians will be determined on how the agreements expand or contract with Mountain Vista Fire District and Oro Valley Police Department. Adding positions needs to be phased in. Discussion took place regarding the new positions in fleet maintenance, infrastructure/equipment needed, associated expenses and how to charge for services. Chief Karrer said he believed the two mechanics that are proposed can be paid for with the revenues received from Mountain Vista and Oro Valley. Chief Karrer continued to say that with the OVPD and Mountain Vista intergovernmental agreements, he believes the District is peaked out in terms of partnerships for fleet maintenance. Board Member Brady asked when these positions will start. Chief Karrer said the parts person is needed tomorrow. The mechanics time-frame still needs to be worked out.

Discussion regarding logistics began. Board Member Hudgins stated he was appalled after reading the logistics report written by Captain Greener. Board Member Hudgins asked why a Logistics Manager is needed. He stated what is needed is someone to help the Facilities Maintenance Technician address the immediate needs of the facilities. Board Member Dahl asked Facilities Technician, Tom, if he needed someone to manage him or someone to help him. Tom responded that he needed someone to help him.

Board Member Clark believed a person should be contracted instead of hired. Captain Greener explained that a contractor had been hired in the past to manage stations. The problem was the contractor did not understand the needs of the fire district facilities and did a poor job. Captain Greener did not think the projects should be outsourced. The logistics manager could encompass a broad spectrum.

Board Member Clark asked if we need two full time technicians now and as the District goes into the bigger projects then look at a Logistics Manager. Board Member Hudgins agreed. Board Member Brady said immediate help needs to be hired to help Tom. Captain Greener recommended to the Board to hire two positions. He wanted to fund these positions by using funds that are already included in the proposed budget.

Chief Karrer thought the logistics manager could be a half year impact and the cost savings could be used to fund someone from operations that would be reassigned to address the immediate needs. Board Member Hudgins believed this was a good solution. The Board agreed. Discussion took place regarding upkeep of the stations. Captain Lunde offered the solution of house captains that could serve as the one point of contact for each station.



Assistant Chief Brandhuber explained the RN position. He explained this is not a new position. He would use a current captain paramedic position and use that to hire a RN for the same cost. He said this position could be hired half a year to free money up. Board Member Brady asked if this was a contractor or employee. Assistant Chief Brandhuber said this was envisioned to be an experienced employee with an EMS background. Board Member Hudgins suggested delaying the hiring process for the RN position in order to fund the facilities position.

Chief Karrer stated there are nine retirees on GRFD's healthcare plan. However, they consist of twenty three percent of the cost for healthcare. He is working with the Union to find an alternative healthcare option that would reduce this cost. Captain Lunde has researched a Healthcare Trust. There is a State trust; however, this is only available to suppression. The alternative is to create a trust and partner with Northwest Fire District. This option would be open to both suppression and administration. Employees would become vested five years after they began contributing. The benefit is available until the retiree turns sixty five, at which time they receive Medicare. At this time nothing has been finalized.

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE GOLDER RANCH FIRE DISTRICT TENTATIVE BUDGET FOR FISCAL YEAR 2016-2017

MOTION by Board Member Clark to accept and approve the tentative FY 2016-2017 tentative budget in the amount of \$23,769,967

MOTION SECONDED Board Member Hudgins.

MOTION CARRIED 5/0

C. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE PUBLIC HEARING DATE FOR ADOPTION OF THE GOLDER RANCH FIRE DISTRICT BUDGET FOR FISCAL YEAR 2016-2017

MOTION by Board Member Clark to hold the public hearing date for adoption of the Golder Ranch Fire District budget for fiscal year 2016-2017 on June 14, 2016 at 9:00 a.m. at 3885 E. Golder Ranch Drive Tucson, AZ 85739.

MOTION SECONDED Board Member Dahl.

MOTION CARRIED 5/0

6. CALL TO THE PUBLIC

There were no public issues presented.

7. ADJOURNMENT

MOTION by Board Member Hudgins to adjourn the meeting at 2:24 p.m.

MOTION SECONDED Board Member Dahl.

MOTION CARRIED 5/0



David Dahl, Clerk of the Board
Golder Ranch Fire District

